Minor Use Permit: Tier 3 (Wireless Facility)
USE ONLY FOR EMAIL SUBMITTALS

EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			$2,245
ENVIRONMENTAL		$629	
PDS REVIEW TEAMS			$1,425
STORMWATER			$695
DEH	SEPTIC/WELL	$644	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE *(not included in total)*		$1,000	
INITIAL DEPOSIT & FEE TOTAL **$5,638** (Septic) **$4,994** (Sewer)			

* Use our Discretionary Permit Cost Guide to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

Step 1:
All forms/plans listed under **(Step 1)** <u>must be</u> completed, signed, scanned and saved as "pdf" files.
IMPORTANT: One (1) single complete PDF file <u>must</u> be created for each PDS form and also for each *entire* Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.

You may have to compress the files, or send multiple emails for the same project if you have to send "large" attachments, images, plans, etc. **Do not "split-up" PDF files, they must be complete.**

Email <u>all</u> PDF files <u>to each email</u> listed below:

Dag.Bunnemeyer@sdcounty.ca.gov

Jarrett.Ramaiya@sdcounty.ca.gov

Lisa.Robles1@sdcounty.ca.gov

----	Plot Plan **(see Note #3)**
----	If within ROW - Authorization from the County of San Diego, Real Estate Services
----	Geographic Service Area, Photosims & Narrative **(see Note #4)**
015	Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities
126	Acknowledgement of Filing Fees and Deposits **(see Note #1)**
299	Supplemental Public Notice Certification
305	Ownership Disclosure
320	Evidence of Legal Parcel **(and any deeds)**
346	Discretionary Permit Application
346S	Supplemental Application
367	Application for an Environmental Initial Study (AEIS)
399F	Fire Availability
399W	Water Availability **(If Landscaping proposed)**
514	Public Notice Certification
524	Vicinity Map/ Project Summary

580   Hazardous Waste/ Substance Verification
581   Plan Check Pre-Application Notice
LUEG:SW   Stormwater Intake Form for Development Projects

Step 2:

PDS will then review the submitted PDF files and determine if the emailed application package is complete. Once the application package is determined complete, all PDS forms listed under **(Step 2) must be filled-in, printed, "wet" signed <u>and</u> mailed** or delivered as "Hardcopies", along with Initial Deposit and a completed Public Notice Package.

$$$ Check with correct dollar amount as determined by Project Manager.
----   Public Notice Package **(see PDS-516 for Specific Requirements).**
346   Discretionary Permit Application **with "wet" signature: One (1) hard copy.**

<u>All items listed below are informational only and shall not be submitted.</u>

090   Typical Plot Plan
209   Defense and Indemnification Agreement FAQs
298   Supplemental Public Notice Procedure
374   Resource Protection Study
515   Public Notice Procedure
516   Public Notice Applicant's Guide
565   Minor Use Permit Applicant's Guide
906   Signature Requirements
            Policy FP-2: Fire Code Compliance for Cellular Facilities
            Policy G-3: Determination of Legal Parcel

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: https://publicservices.sdcounty.ca.gov/citizenaccess.

2. One (1) single complete PDF file <u>must</u> be created for each PDS Form and also for each <u>entire</u> Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. <u>Do not "split-up" files</u>, they must be complete.

3. Plot plans, elevation drawings, etc. (must be at least 11" x 17"). Plot plans must be drawn in standard engineer scale.

4. In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in **PDS-565 Minor Use Permit Applicant's Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.). Electronic submittal must contain all required documents and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance.

5. Staff, please note on the PDS-346 if project qualifies for Policy FP-2. If the project qualifies for Policy FP-2 (the building is less than 300 sq. ft. <u>and</u> the proposed facility is not going into or attached to an existing building, i.e., church; <u>and</u> the site is not located within four fire districts (North County FPD, Rincon Del Diablo (Escondido) MWD, San Marcos FPD, or Vista FPD) **THEN NOTE ON THE PDS-346 FORM THAT PPS NEEDS TO DISTRIBUTE TO COUNTY FIRE**. Our Fire Personnel will be reviewing it to make sure the project meets all the requirements of Policy FP-2. If it is in one of the four fire districts

noted above OR is proposed to be included in or attached to an existing building/structure, then **NOTE ON PDS-346 THAT PPS NEEDS TO DISTRIBUTE IT TO THE APPROPRIATE FIRE DISTRICT**. Policy FP-2 does not apply if applicant has a letter from the fire department.

6. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept **PDS Review Teams** money as they don't need to review. There is no distribution to **PDS Review Teams**. Put a note on the PDS-346 Form telling PPS not to distribute to **PDS Review Teams**.

7. Project goes to local Community Planning Group and/or Design Review Board for recommendation.

8. No Health Department (DEH) Fee if within Right of Way.

9. Cell Sites being accessed via private road easement must include proof of access to a publicly maintained road for the purpose of the cell facility.

10. Cell Sites being proposed on a parcel with an existing SFD or other structure being serviced by a septic system must provide a certified as-built Plan for the parcel. A $1,078 fee for DEH must be collected.

11. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.